

Materials Management Training Schedule Fall 2023

<u>ID</u>	<u>Title</u>	<u>Date</u>	<u>Prerequisites</u>
PR217	Creating and Managing Purchase Orders	Sept. 6-7	PR101V
PR260	Strategic Purchasing and Contract Management	Oct. 10-11	PR101V PR217 (recommended)
REP210	Reporting with BEx for Finance/Materials Management Users	Sept. 21	SCEIS Validation
SPC200	SCEIS Shopping Cart Workshop	Nov. 7	SPC100V SPC110V SPC130V

Click on course title for additional information.

Registration Instructions

1. Log in to SCEIS Central.
2. Click the My Talent tile.
3. Click the My Learning tile (first-time users create a PIN).
4. In the Find Learning tile, search by course ID or "SCEIS" and click "Search."

Online Courses

5. Find course title.
6. Click "Start Course."

Instructor-led Courses

5. Below the course title, click "See Classes."
6. Select class date and click "Register Now."*
7. At the Registration box, click "Confirm."
8. Receive email confirmation with details and instructions.

**You must "Register Now" to reserve a seat. "Assign to Me" does not register you.*

Online Courses 24/7 Access

BEX100V: Reporting with BEx

BOBJ100V: Intro to Reporting with BOBJ

ECC100V: ECC Basic Navigation

MML100V: Processes for Agency Material Master Liaisons

PR101V: Foundations of Procurement

SPC100V: SCEIS Shopping Cart Process Overview

SPC110V: SCEIS Shopping Cart Creation

SPC120V: SCEIS Shopping Cart Approval

SPC130V: SCEIS Shopping Cart Approval